

Applying For a Job in the Federal Government

Process Can Be More Complicated Than Civilian Applications

Every agency follows its own procedures when requesting applications. Some agencies ask only for a resume tailored to the Government's requirements. Others also ask for written statements about your knowledge, skills and abilities (called KSA's) or for completed questionnaires. You might also need to submit copies of academic transcripts or other materials.

A resume for a Federal job includes all of the information in a standard resume, plus some additional details. These resumes are often two to four pages, which is longer than the 1- to 2-page resumes typical in the private sector. If you have a standard resume, you already have most of the information you need but Federal agencies ask for more information than most other employers. To be competitive in the Federal job arena, job seekers should be prepared to spend more time preparing their job application.

Agencies with their own resume builders often use automated systems to check applicants' qualifications. Computers sort resumes by looking for the keywords requested by the hiring manager. These keywords can include verbs—such as “wrote” or “analyzed”—that describe job duties, the names of required courses or college majors, the names of software packages that

applicants should know, or any other words related to a job's requirements. The more keywords the computer finds on a resume, the higher the applicant's score.

For applications screened by computer, it helps to use important words from the vacancy announcement exactly as they appear. If you are choosing between two words that describe your skills, choose the one listed on the announcement. Don't overdo it by forcing a keyword that doesn't fit your skills or by making your resume too complicated. If your application passes to the next stage, it will be read and rated by a hiring manager, not a computer.

The application that you submit for a Federal Government job will go through many levels of review. First, human resources specialists will screen it to see if you meet the basic requirements for the position. Then, the specialists or a panel of experts will rate your application according to the additional qualifications listed on the vacancy announcement. If your application rates among the best, it will be forwarded to the hiring manager, who will choose the winning candidate.

To maximize your chances of landing a Federal job, it is imperative that the “How to Apply” instructions provided are followed very carefully.

(Source: www.pueblo.gsa.gov)

At a Job Interview, First Impressions Matter

You've probably heard the saying, “You never get a second chance to make a good first impression”. So, What goes into a first impression?

Experience – 10%

Training and education; on-the-job experience.

Appearance – 35%

Do you look like someone who would “fit in”? Attire: neat, clean, professional, shoes polished. Make-up, aftershave and perfume should be very light. Unpleasant scents are deal breakers. Resume, cover letter or application must be neat, complete and professional looking.

Responsiveness – 45%

Verbal expression, how you answer a question: enthusiasm, enunciation, appropriate speed, tone of voice and inflection, clear (not breathy, whiney, monotone, etc.). Body language: facial expressions, hand gestures, posture, eye contact, smile, firm handshake.

Miscellaneous Factors – 10%

Stereotypes, family or friend associations, unexpressed preferences.



Effective July 24, 2009 the Federal minimum wage will increase from \$6.55 per hour to \$7.25 per hour.

Check out the newest feature on the jobsnd.com website! Under the Job Seekers column click on “Job Seeker Resources” to find video interviews with employers. Find out what is important to these employers as they consider their hiring: Basin Electric Power Coop, Cloverdale Foods, Coventry Health Care, Medcenter One Health Systems, ND Dept. of Human Services, Northern Improvement..

Civil Rights and Influenza

Statement by the Acting Assistant Attorney General for Civil Rights Addressing Civil Rights in the Response to H1N1 Influenza

As we respond to H1N1 influenza, it is important to remain vigilant in ensuring civil rights compliance. Access to accurate emergency and health information is critical to providing all people with the ability to make informed decisions and protect themselves, their families, and the community at large. In addition, science and the law must lead our efforts to ensure that unfounded fear and/or prejudice do not limit access to housing, education, benefits, services, employment, and information on account of race, color, national origin, disability, or other protected status.

The Civil Rights Division of the U.S. Department of Justice, together with other agencies throughout the federal government, have been monitoring civil rights issues related to H1N1 influenza. We will also continue to work within our federal agencies to ensure that civil rights issues are integrated into emergency planning and response.

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1. Ensure that there is no harassment or other discrimination directed at people who are immigrants or of Mexican descent. As in all emergencies, the H1N1 influenza outbreak has affected people of many different races and ethnicities. Harassment or other forms of discrimination is not only illegal, but may discourage people from coming forward to seek treatment or information. Laws prohibiting such behavior must be and will be vigorously enforced. For multi-lingual information on national origin discrimination: <http://www.lep.gov/ojbrochures.html>.

2. Provide access to information and health services to people with disabilities. Job Service North Dakota is an equal opportunity employer/program provider. Auxiliary aids and services are available upon request to individuals with disabilities.

PROVE YOUR POTENTIAL

You Are College Material: Believe It to Achieve It

At some time or another, many students have doubts that they are college material but once they started putting in the effort to go to college, they realized that they could do it. Believing in yourself is the most important step to success. Millions just like you were able to say "I'm going." You can, too.

Low GPAs and Test Scores? Keep Moving Forward

A common myth is that only people with excellent high school grades and SAT® or ACT® scores can go to college. It's just not true. Different

colleges have different test standards; keep looking.

Bottom line: good grades and good test scores can definitely help, but low grades and low test scores aren't necessarily deal-breakers.

When No One You Know Is Going: Set Your Own Course

Don't be afraid to go your own way. It's your future. Follow that dream, regardless of what anyone else might think. Your success might even motivate others to follow your example. (www.college.gov)



There are no secrets to success. It is the result of preparation, hard work, and learning from failure. - Colin Powell



IMPROVE YOUR JOB SEEKING SKILLS BY ATTENDING A JOB SERVICE WORKSHOP

All workshops—9:30am-Noon

Jump Start Your Job Search

Tuesdays

July 7, July 21

August 4, August 18

Resumes, Etc.

Wednesdays

July 8, July 22

August 5, August 19

Acing Your Interview

Thursdays

July 9, July 23

August 6, August 20

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We're on the Web!

www.jobsnd.com

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To remove your name from or add your name to our mailing list please email: bhalgrim@nd.gov.

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